



Certification/Endorsement Support Documents for Educators

Requirements for the Assistant Adult and Community Education Director Certificate (068)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 068, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

Three-year conditional certificate requirements include:

- (1) Section A

Five-year professional certificate requirements include completion of sections below:

- (1) Section A
- (2) Section B

NOTE: The number in () indicates the number of semester hours required.
Section A:
1. Bachelor's degree conferred
2. One year of satisfactory public or private teaching experience or one year of equivalent teaching experience in an instructional setting that includes a minimum of 1000 teaching hours
3. Background check approval (CHRC) – based on fingerprints
Section B:
Approved internship for an assistant adult and community education director
1. Completion of a graduate level state-approved assistant adult and community education director administrator internship program (minimum of fifteen weeks)
2. Completion of one school year as a certified assistant adult and community education director or a certified out of state assistant adult and community education director
3. Completion of a mentorship plan by the Maine Certification Office, with duration of the plan being a minimum of one academic year.
SECTION C:
Teaching exceptional students in the regular classroom (3)

Special Note: Section C must be met before your first five-year professional certificate expires.

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit www.ets.org/praxis/me/requirements.
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov